

RETURN TO

RECORDS MANAGEMENT DIVISION

Chief, Management Staff

Chief, O&M Staff (DD/I and DD/S Area)

Work Report, Week Ending 3 July 1956

5 July 1956

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25X1A9a

Accomplishments

1. Project 5-46, Preparation Statements of Missions and Functions of the CIA ELINT Staff Officer and for other Agency participants in ELINT program. [REDACTED]

In collaboration with the ELINT Staff Administrative Officer statements have been prepared of ELINT missions and functions for the ELINT Staff Officer, OSI, OCI, DD/P and COMMO and submitted to the ELINT Staff Officer for review and submittal to the DDCI for approval. The functions emphasized the new concept of a division of responsibility between TSS and COMMO for research and development in ELINT interception and analysis equipment.

2. Comparative Analysis of Methods of Computing Average Grades. [REDACTED] Assignment completed.
3. Expansion of Information and Transfer to Cards of Manpower Survey Summary. [REDACTED] Completed.

Assignments Active This Week

4. Project 6-45, OCR Space Study - at the request of DD/I, an analysis of overcrowding in OCR and appropriate recommendations for improvement. [REDACTED]
5. Project 6-24, Survey of Procedures for Insuring that Separating Employees Conclude All Business With CIA Prior to Separation. [REDACTED]
6. MS-907, Request by OO to interchange 2 slots in Contact Division. [REDACTED]
7. Employee Suggestion 1854, that Separating Employees be interviewed before Effective Date of Separation to permit Early Action on Security "Back-stopping." [REDACTED]
8. Project 6-19, Study of OTR Clerical Training Program - the need, scope and justification of instructor staff and improvement of scheduling procedures to reduce workload. [REDACTED]

9. Project 5-1a, Fiscal Division - Assistance in implementing recommendation on payroll procedures. [REDACTED] 25X1A9a
10. Project 5-80, Review of Procedures, Printing Services Division. Assistance in implementing recommendation on requisition procedure. [REDACTED] 25X1A9a
11. MS-894, Request for Increase of 5 in Personnel Ceiling and T/O, and in Table of Vehicular Allowances for Motor Pool. [REDACTED] 25X1A9a
12. Transfer of Clipping Service from OCR to IAS (OP). [REDACTED] 25X1A9a
13. MS-883, Increase of 8 in OTR T/O for Foreign Language Incentive and Development Programs. [REDACTED] 25X1A9a
14. Transfer of Administration of JCD/SCD from D/Pers to OTR. [REDACTED] 25X1A9a
15. MS-901, Authorization for new Aircraft Maintenance Division, LO, as approved by DDCI and others. [REDACTED] 25X1A9a

Miscellaneous

16. Training. Sixteen hours on-the-job training on finance and fiscal procedures and on logistics procedures and organization. [REDACTED] 25X1A9a

[REDACTED] 25X1A9a